233-18

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

	npleting this form contact DHR Records Mar 56-4976 GIST: 221-4983	anagement Unit, 47 Trinity Avenue, Atlanta, Georgia
DHR	1. GEORGIA DEPARTMENT OF HUMAN RES	The state of the s
Application Date	Title XX Administration	Application Number
October 10, 1980	SSIS Data Management Unit 618 Ponce de Leon Avenue, N.	R. /4-343-A
Application Number	Atlanta, Georgia 30308	Data Mecaived Data Combiered
DHR 80-37	, 555,624 50500	OCT 2 1 1980 NOV - 3 1980
2. Person to Contact		orking Title Telephone Number
Mary Louise Lanie	r Social Services Co	Consultant 894-4477
		Update: Items 1 & 6 Unit Name Item 2 Contact Person Item 7 File Arrangeme ange: [ Supercede; [] Void 12 Retention peri
4. Dates of Series	5. Records Series Title (followed by title used in a	office; If different)
Earliest Latest 10/1/78  to present	Title XX Social Services Info	
6. Division and Office Function	What is the function of the Division and the (	Office in which this record series is created?
services in the State the system and the in	e; for the training of new fie terpretation of management-production	ove the management and quality of social eld and area staff in the utilization of oduced reports; and for preparing require ided to eligible clients through Title XX
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		der, numerically by county code number ion Systems Data Management Unit.
8. Monthly Reference Rate	How often are records referred to which	1 <b>are</b> :
One to six months old	; Seven to twelve months old	; Thirteen to twenty-four months old;
twenty-five months and older	7 .	
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9. Annual Rate of Accumulation or	Records	

(Over)

Form 4098 (7-78)

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2 are approved.	State Auditor/Designee	-	-Klu	<b></b>	10-30-50
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## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT LINIT

DHR	1. GEORGIA DEPARTMENT OF HE	IMAN RESOURCES	ARCHIVES	AND HISTORY
Application Date	Title XX Administra		Application Number	, 2.
November 16, 1978	Management Plannin Section			
Application Number DHR-107	618 Ponce de Leon A Atlanta, Ga. 30306		NOV 1 6 1978	JAN - 5 1979
2. Person to Contact		Working Title	*	Telephone Number
W. K. Price		Staff Supervi	lsor	894-4473
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## APPLICATION FOR RECORDS RETENTION SCHEDULE

Title XX Social Services Information Report Files

Continuation page

-3

6. the State; for the training of new field and area staff in the utilization of the system and the interpretation of management produced reports; and for preparing required State and Federal reports for social services provided to eligible clients through Title XX Funds.